

**CITY OF SAN ANTONIO  
INTERDEPARTMENTAL MEMORANDUM  
SAN ANTONIO METROPOLITAN HEALTH DISTRICT**

**TO:** Mayor and City Council

**FROM:** Fernando A. Guerra, M.D., M.P.H., Director of Health

**THROUGH:** Terry M. Brechtel, City Manager

**COPIES:** Frances A. Gonzalez, Assistant to the City Manager; City Attorney's Office; Office of Management and Budget; Finance Department; Project; File

**SUBJECT:** ORDINANCE ACCEPTING FUNDS FROM THE TEXAS DEPARTMENT OF HEALTH

**DATE:** October 9, 2003

**SUMMARY AND RECOMMENDATIONS**

This ordinance authorizes the City Manager to execute a contract amendment that provides cash and in-kind support totaling \$305,776.00 from the Texas Department of Health (TDH) to fund the ongoing Local Public Health Support Program (\$251,464.00) and Public Health State In-Kind Support Program (\$54,312.00) in the San Antonio Metropolitan Health District (SAMHD) for the period September 1, 2003 through August 31, 2004. This ordinance will also adopt the program budgets and approve the personnel complement.

Staff recommends approval.

**BACKGROUND INFORMATION**

The City Manager was authorized to execute the Public Health State Support Project 2003/2004 contract with TDH through an ordinance passed and approved on February 6, 2003. This contract includes ten (10) contract amendments that were approved in previous ordinances, and currently provides \$1,299,849.00 in cash support and \$5,465,482.00 in fee-for-service contractual funding support for a Grand Total of \$6,765,331.00.

TDH has now offered a contract amendment that will furnish \$251,464.00 in cash and \$54,312.00 in-kind support through Contract Change Notice No. 11 to renew the ongoing Local Public Health Support Program and Public State In-Kind Support Program in the SAMHD for the period September 1, 2003 through August 31, 2004. The Local Public Health Support Program supports five (5) positions working in a variety of local public health activities to include: the development and implementation of a community health improvement plan, public relations, supervision of the TB clinic and other functions. The Public Health In-Kind Support Program activity consists of one (1) state paid position that is permanently located in the SAMHD Laboratory.

The funding and the personnel complement of the Local Public Health Support Program remains the same as last year. Acceptance of this contract amendment brings the total cash support for the Public

Health State Support Project 2003/2004 Federal and State component to \$1,551,313.00, in-kind support to \$54,312.00, and fee-for-service contract support to \$5,465,482.00, for a grand total of \$7,071,107.00.

### **POLICY ANALYSIS**

Acceptance of this grant from TDH will continue the long-standing practice of utilizing Federal and State aid to support the local public health programs of the City.

### **FISCAL IMPACT**

This contract amendment provides \$251,464.00 in cash and \$54,312.00 in-kind support for a TDH total of \$305,776.00 to renew the Local Public Health Support Program and Public State In-Kind Support Program in the SAMHD for the period September 1, 2003 through August 31, 2004. Acceptance of this grant will place no demands on the City General Fund.

### **COORDINATION**

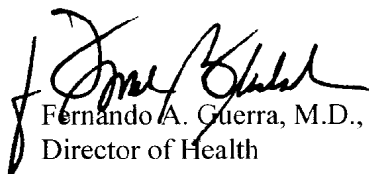
The City Attorney's Office and the Office of Management and Budget, Risk Management Division, have reviewed and approved the contract with TDH. The Finance Department has approved the proposed budget.


### **SUPPLEMENTARY COMMENTS**

Provisions of the Ethics Ordinance do not apply.

Attachments: Attachment I: Program Budget and Personnel Complement

Attachment II: TDH Contract Change Notice No. 11

  
Fernando A. Guerra, M.D., M.P.H.  
Director of Health

  
Frances A. Gonzalez  
Assistant to the City Manager

APPROVED:

  
Terry M. Brechtel  
City Manager

**ATTACHMENT I**  
**Public Health State Support Project 2003-2004 (State)**  
**Project No. 26-016062**  
**TDH Contract No. 7460020708 2004**

<b>INDEX</b>	<b><u>ESTIMATED REVENUES</u></b>	<b>OBJECT CODE</b>	<b>BUDGET</b>	
073627	Attachment #11- Cash	00-004	\$ 251,464	
094102	Attachment #11 - State In-kind	00-010	<u>54,312</u>	
	Total Estimated Revenues			<u>\$ 305,776</u>

**APPROPRIATIONS**

**Health Services/Education Program**

Activity: 36-01-14                      09/01/03 to 08/31/04

726927	Regular Salaries & Wages	01-010	192,420	
727222	Language Skill Pay	01-019	0	
728048	Retirement Benefits - Soc. Sec.	01-030	14,720	
729400	Retirement Benefits - TMRS	01-040	21,990	
732784	Flexible Benefits Contribution	01-050	21,080	
733063	Life Insurance	01-051	438	
733204	Workers' Disability Compensation	01-060	0	
734061	Personal Leave Buy Back Pay	01-072	<u>816</u>	
	Total 36-01-14			251,464

**Public Health State In-Kind Support Program**

Activity: 36-01-13                      09/01/03 to 08/31/04

802256	BRLHO - State Inkind	81-510	<u>54,312</u>	
	Total 36-01-13			<u>54,312</u>

Total Appropriations                      \$ 305,776

Fund Only Index Code: 000431

**PERSONNEL COMPLEMENT:**

		<b>CURRENT POSITIONS</b>
Activity 36-01-14:		
0040	Administrative Assistant I	1
0080	Public Relations Manager	1
0231	Laboratory Technician I	1
0247	Public Health Nursing Supervisor	1
0866	Special Projects Manager	<u>1</u>
	Total 36-01-14:	5



ATTACHMENT II

TEXAS DEPARTMENT OF HEALTH  
1100 WEST 49TH STREET  
AUSTIN, TEXAS 78756-3199

STATE OF TEXAS

TDH Document No. 7460020708 2004

COUNTY OF TRAVIS

Contract Change Notice No. 11

The Texas Department of Health, hereinafter referred to as RECEIVING AGENCY, did heretofore enter into a contract in writing with SAN ANTONIO METROPOLITAN HEALTH DISTRICT hereinafter referred to as PERFORMING AGENCY. The parties thereto now desire to amend such contract attachment(s) as follows:

SUMMARY OF TRANSACTION:

ATT NO. 11 : OPHP - LOCAL PUBLIC HEALTH SYSTEM

All terms and conditions not hereby amended remain in full force and effect.

EXECUTED IN DUPLICATE ORIGINALS ON THE DATES SHOWN.

Authorized Contracting Entity (type above if different from PERFORMING AGENCY) for and in behalf of:

PERFORMING AGENCY:

SAN ANTONIO METROPOLITAN HEALTH  
DISTRICT

By: \_\_\_\_\_  
(Signature of person authorized to sign)

\_\_\_\_\_  
(Name and Title)

Date: \_\_\_\_\_

RECOMMENDED:

By: \_\_\_\_\_  
(PERFORMING AGENCY Director, if different from person authorized to sign contract)

RECEIVING AGENCY :

TEXAS DEPARTMENT OF HEALTH

By: Bob Burnette  
(Signature of person authorized to sign)

Bob Burnette, Director  
Procurement and Contracting Services Division  
(Name and Title)

Date: 8/29/03

JC PCSD - Rev. 2/03

# DETAILS OF ATTACHMENTS

Att/ Amd No.	TDH Program ID/ TDH Purchase Order Number	Term		Financial Assistance		Direct Assistance	Total Amount (TDH Share)
		Begin	End	Source of Funds*	Amount		
01	HIV/SURV 0000000332	01/01/03	12/31/03	93.944	81,344.00	0.00	81,344.00
02A	HIV/PREV 0000000279	01/01/03	12/31/03	93.940	246,220.00	0.00	246,220.00
03A	STD/HIV 0000000335	01/01/03	12/31/03	93.977	212,093.00	0.00	212,093.00
04	TB/PC 0000000382	01/01/03	12/31/03	93.116	356,702.00	0.00	356,702.00
05	EPI/LEAD 0000000833	07/01/03	06/30/04	93.262	45,000.00	0.00	45,000.00
06	STD/HIV 0000000960	09/01/03	08/31/04	State	77,046.00	0.00	77,046.00
07	TB/PC 0000000943	09/01/03	08/31/04	State	199,444.00	0.00	199,444.00
08	ACFH/POP 0000001241	09/01/03	08/31/04	State 93.994	66,000.00	0.00	66,000.00
09	HIV/HEP 0000001267	09/01/03	12/31/03	93.940	16,000.00	0.00	16,000.00
10	BNS/WIC-CARD 0000001443	10/01/03	09/30/04	10.557	0.00	0.00	0.00
11	OPHP/LPHS 0000001014	09/01/03	08/31/04	State 93.991	251,464.00	54,312.00	305,776.00
TDH Document No.7460020708 2004 Change No. 11					Totals	\$1,551,313.00	\$ 54,312.00
							\$1,605,625.00

\*Federal funds are indicated by a number from the Catalog of Federal Domestic Assistance (CFDA), if applicable. REFER TO BUDGET SECTION OF ANY ZERO AMOUNT ATTACHMENT FOR DETAILS.

DOCUMENT NO. 7460020708-2004  
ATTACHMENT NO. 11  
PURCHASE ORDER NO. 0000001014

PERFORMING AGENCY: SAN ANTONIO METROPOLITAN HEALTH DISTRICT

RECEIVING AGENCY PROGRAM: OFFICE OF PUBLIC HEALTH PRACTICE

TERM: September 01, 2003 THRU: August 31, 2004

SECTION I. SCOPE OF WORK:

LOCAL PUBLIC HEALTH SUPPORT FUNDS

PERFORMING AGENCY shall use direct assistance and/or financial assistance, as specified in SECTION III, BUDGET, from RECEIVING AGENCY to improve or strengthen local public health infrastructure by:

- Developing objective(s) to address a public health issue;
- Utilizing resources provided through this contract to conduct activities and services that provide or support the delivery of essential public health services; and
- Assessing, monitoring, and evaluating the essential public health services provided, and developing strategies to improve the delivery of essential public health service(s).

These tasks shall be performed in accordance with PERFORMING AGENCY'S FY 04 *Local Public Health (LPHS) Service Delivery Plan* and the FY 04 Texas Application for Preventive Health and Health Services Block Grant Funds.

The assessment/evaluation activities must include a standard that is identified in the PERFORMING AGENCY'S FY 04 LPHS Service Delivery Plan. Acceptable standards include the National Public Health Performance Standards approved by the Centers for Disease Control and Prevention, Performance Standards developed by the Texas Association of Local Health Officials, Healthy People 2010 and any federal, state or local law or regulation governing the delivery of essential public health services. Evaluation methods utilizing standards not listed in this contract Attachment must be pre-approved by RECEIVING AGENCY.

PERFORMING AGENCY shall comply with all applicable federal and state laws, rules, regulations, standards and guidelines in effect on the beginning date of this contract Attachment. The following documents are incorporated by reference and made a part of this contract Attachment:

- PERFORMING AGENCY'S FY 04 LPHS Service Delivery Plan;
- Chapter 23-11 of the Healthy People 2010;

- Section 121.002, Texas Health & Safety Code, Definition of Ten Essential Public Health Services; and
- FY 04 Texas Application for Preventive Health and Health Services Block Grant Funds.

Two types of support are available under this program:

- (1) Direct assistance in the form of state-paid positions and/or
- (2) Financial assistance from
  - a. General Revenue funds;
  - b. Federal Preventive Health and Health Services Block Grant; and
  - c. Earnings from the Permanent Fund for Children and Public Health under the Government Code, Section 403.1055

#### DIRECT ASSISTANCE

State-paid positions under this contract Attachment shall perform activities as specified in PERFORMING AGENCY'S FY 04 LPHS Service Delivery Plan.

#### FINANCIAL ASSISTANCE

PERFORMING AGENCY shall direct all resources authorized through this contract toward supporting/providing, assessing, monitoring, and developing strategies to improve essential public health services for addressing public health issues within the jurisdiction served.

Performing Agency may not use earnings from the Permanent Fund for Children and Public Health for lobbying expenses under the Government Code, Section 403.1067.

#### PERFORMANCE MEASURES

RECEIVING AGENCY shall specify the performance measure(s) to be used to assess, in part, PERFORMING AGENCY'S ability to meet the objectives outlined in the FY 04 LPHS Service Delivery Plan without waiving the enforceability of any of the other terms of the contract.

PERFORMING AGENCY shall provide services in the following county(ies)/area: Bexar.

#### SECTION II. SPECIAL PROVISIONS:

General Provisions, **Reports** Article, is revised to include the following paragraphs:

PERFORMING AGENCY shall submit quarterly progress reports which describe progress toward completing the activities contained in PERFORMING AGENCY'S FY 04 LPHS Service Delivery Plan and any written revisions.

PERFORMING AGENCY shall submit the first, second and third quarter's progress reports to

RECEIVING AGENCY no later than thirty (30) days after the end of each quarter, and the fourth quarter report to RECEIVING AGENCY sixty (60) days after the end of PERFORMING AGENCY'S contract term in a format specified by RECEIVING AGENCY.

PERFORMING AGENCY shall submit an Annual Budget and Expenditures Report in a format specified by to the RECEIVING AGENCY by January 31, 2005.



SECTION III. BUDGET:

**DIRECT ASSISTANCE**

Direct assistance involves the assignment of state funded positions in lieu of cash. State salary warrants for net earnings will be issued in accordance with state regulations.

<b>PERSONNEL</b>	<b>\$54,312.00</b>
<b>TRAVEL</b>	<b>0.00</b>
<b>LABORATORY SUPPORT</b>	<b>0.00</b>
<b>OTHER</b>	<b>0.00</b>
<b>TOTAL</b>	<b>\$54,312.00</b>

Financial status reports (FSRs) are not required on direct assistance. Program income generated from activities supported with direct assistance will be reported on FSRs required for financial assistance provided through this Attachment, if applicable, or through other program Attachments(s) benefitting from this assistance.

RECEIVING AGENCY direct assistance will not exceed \$ 54,312.00 .

## **FINANCIAL ASSISTANCE**

Financial assistance involves payment of funds to Performing Agency for costs incurred in carrying out approved activities.

<b>PERSONNEL</b>	<b>193,215.00</b>
<b>FRINGE BENEFITS</b>	<b>58,249.00</b>
<b>TRAVEL</b>	<b>0.00</b>
<b>EQUIPMENT</b>	<b>0.00</b>
<b>SUPPLIES</b>	<b>0.00</b>
<b>CONTRACTUAL</b>	<b>0.00</b>
<b>OTHER</b>	<b>0.00</b>

<b>TOTAL</b>	<b>\$251,464.00</b>
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RECEIVING AGENCY financial assistance will not exceed \$ 251,464.00.

TOTAL RECEIVING AGENCY assistance will not exceed \$ 305,776.00 .

Financial status reports are due the 30th of December, 30th of March, 30th of June, and the 30th of November.

**CERTIFICATION REGARDING LOBBYING**  
**CERTIFICATION FOR CONTRACTS, GRANTS,**  
**LOANS AND COOPERATIVE AGREEMENTS**

The undersigned certifies, to the best of his or her knowledge and belief that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or an employee of any agency, a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-111, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Authorized Individual

7460020708 2004-11

Application or Contract Number

SAN ANTONIO METROPOLITAN HEALTH DISTRICT

Organization Name and Address

332 W COMMERCE ST STE 307

SAN ANTONIO, TX 78205-2489